

## Request for Exception to the Food Policy

(All requests should be filed **at least two weeks prior** to the event)

Today's date: \_\_\_\_\_

Purpose of event (fundraiser, program, event, etc.): \_\_\_\_\_

Name of event: \_\_\_\_\_

Date of event: \_\_\_\_\_

Start time: \_\_\_\_\_

End Time: \_\_\_\_\_

Event location: \_\_\_\_\_

Event description: \_\_\_\_\_

	YES	NO
Is the event open to the public?	<input type="checkbox"/>	<input type="checkbox"/>
Is food being donated?	<input type="checkbox"/>	<input type="checkbox"/>
Is food being purchased?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a charge to eat food?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a charge for the event?	<input type="checkbox"/>	<input type="checkbox"/>
Is this event a fundraiser?	<input type="checkbox"/>	<input type="checkbox"/>

Who is preparing the food? \_\_\_\_\_

How will hot food be kept hot? \_\_\_\_\_

How will cold food be kept cold? \_\_\_\_\_

Who will dispose of leftovers after the event? \_\_\_\_\_

How many people do you expect will attend? \_\_\_\_\_

Menu to include: \_\_\_\_\_

Name of group: \_\_\_\_\_

Name of contact person: \_\_\_\_\_

Contact person's phone number: \_\_\_\_\_

Contact person's email address: \_\_\_\_\_

Contact person's signature: \_\_\_\_\_

**Once completed, return this form to the Northern Center and Event Services Office, 1104 Northern Center at Northern Michigan University, 1401 Presque Isle Ave. Marquette, MI 49855 or email [NorthernCenter@nmu.edu](mailto:NorthernCenter@nmu.edu)**

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_